

D-3-A-F-T

TO : (All Staff and Division Chiefs)

FROM : (Operating Official)

SUBJECT: "File Clean-up Campaign"

1. As announced by the Director on 7 July 1970, a "File Clean-up Campaign" will be conducted throughout the Agency during July and August. During this campaign a complete and realistic examination is to be made of material in every drawer of every file in Headquarters. Obsolete records will be destroyed, inactive records retired to the Records Center, unclassified material relocated in less expensive office equipment, and unused office equipment returned to the Office of Logistics.

2. Today a 4-drawer safe costs about \$425 and occupies eight square feet of floor space valued at about \$30 per year. You can readily see our savings when inactive records are stored at the Records Center where the storage cost for equipment and floor space is \$10.40 for five years. Another expense is our clerical costs which increase every time inactive records are unnecessarily handled in processing our active files. Retired files at the Records Center are out of the way of our current activities and are only a phone call away when needed.

3. Each of our offices has an official Records Control Schedule to guide its Records Management Program. Additional assistance can be had from our Area Records Officer, Mr. _____ in Room _____, Building _____, extension _____. Both the Records Control Schedule and the Area Records Officer are to be consulted in carrying out the Director's aim and intention in this File Clean-up Campaign.

4. This campaign is deliberately planned as an "all employees" effort because all employees have personal files and most are responsible for creating and keeping office records. Each Division and Branch should include all personnel in its campaign. You may find it advantageous to appoint campaign leaders or to designate an office member to serve as liaison between the offices and our Area Records Officer. Also, perhaps designating a "File Clean-up Day" in the Division or Branch will concentrate the effort and time spent to achieve the campaign success the Director expects within our area.

SECRET

~~ALL INFORMATION HEREON IS UNCLASSIFIED~~

5. A few words of caution are necessary, but these should serve as an aid or guide rather than a restriction. Since Federal laws and Agency Regulations govern the destruction of records, each office is responsible for ensuring that records are disposed of in accordance with security and legal requirements. The Records Control Schedule and our Area Records Officer are available to assist with such problems or other records disposition situations. Other useful references are R [redacted] and R [redacted].

6. I will appreciate if each Staff and Division Chief will organize and pursue an active and successful "File Clean-up Campaign" in his offices and report the accomplishments of those offices to our Area Records Officer by 1 September 1958.

STAT

~~ALL INFORMATION HEREON IS UNCLASSIFIED~~